

ADVERTISEMENT FOR BID

PROJECT: DATA SWITCH UPGRADE FOR ALL AIRPORT COMMUNITY SCHOOLS BUILDINGS and DATA CENTERS

OWNER: **Airport Community Schools**
11270 Grafton Rd.
Carleton, MI 48117

SCOPE OF WORK: All existing data switches shall be replaced and upgraded according to the attached *Bill of Material*. (BOM) This includes a core switch/router at the Wagar building, as well as multiple switches throughout all MDF and IDF centers in the district. Each vendor must bid the specific product and product number as specified in the BOM.

Bid specifications for Airport Community Schools Data Switch Upgrade shall include all components required for a complete installation (Materials, Installation Services, Engineering, CAD, Shipping/Delivery, and Training). Please include all project warrantee information.

PRE-BID MEETING: A pre-bid meeting is scheduled for Dec. 5, 2005 at 9 AM. The purpose of this meeting is to answer questions and view the site facilities as needed. All vendors are encouraged to have a representative present at this meeting to compete in the bidding process.

DUE DATE: Sealed bids one (1) original and five (5) copies will be accepted via hand delivery or mail until Thursday, December 15, 2005, 3:00p.m., **local time**, at Airport Community Schools Technology Office located at the address listed above, at which time the bids will be opened publicly and read aloud. Electronic submission of bids or bids received after the due date specified above will not be accepted.

BID DOCUMENTS: Bid documents and related information will be available by contacting:

Lynn Leining, Director of District Technology
Airport Technology Office
lleining@airport.k12.mi.us Ph: 734-654-3000

SAMPLE WORK: One or two site references shall be made available for inspection where an installation of a similar system has been in suitable operation for more than one year.

Data Switch

Upgrade Overview - *Scope of Work Required By Vendor*

- Pre-Implementation Planning
 - Obtain existing IP Addressing Scheme
 - Discuss need for VLAN's and design VLAN structure
 - Develop access control list for Inter-VLAN Traffic if needed
 - Develop implementation/migration plan from existing hardware
- Configuration of New Cisco Equipment
 - Install latest IOS releases
 - Install all IP addresses
 - Configure VTP Domains

- Configure VLANs, place ports in VLANs and configure access control lists if needed
- Installation of New Cisco Equipment and Disposal of Old Equipment
 - Rack switches
 - Label switches in rack
 - Remove and dispose old equipment including the return of old Cisco equipment to Cisco
- Documentation of New Cisco Network
 - Provide documentation of switch configurations
 - Provide a Visio diagram of the physical network
- Testing of New Cisco Network
 - Test connectivity of all switches
 - Test VLAN traffic and inter-VLAN routing if necessary
- Customer Acceptance
 - Sign off Punch List

**REQUIRED
DISCLOSURE
STATEMENT:**

In compliance with MCL 380.1267 a sworn and notarized statement disclosing any familial relationships that exist between the owner or any employee of the bidder and any member of the Airport Community Schools Board or the Airport Community Schools Superintendent. **Bids without a sworn and notarized disclosure statement shall not be accepted.**

**RIGHTS RESERVED
BY THE OWNER:**

Airport Community Schools reserves the right to accept any item in the proposal, to accept or reject any or all bid proposals, to waive any irregularities therein, or accept any bid when in the opinion of the Owner such action will best serve the district's interest.

**OTHER
CONDITIONS:**

Bidders are cautioned not to attach any conditions or provisions to their proposals. Conditions foreign to the bid may render the proposal informal, and, consequently, may cause its rejection.

**DELIVERY and
IMPLEMENTATION
SCHEDULE:**

Installation of requested software and equipment should be installed as soon as possible after the contract execution. Preference will be given to vendors that can complete the installation within eight to ten weeks of contract signing. The bidder must include a realistic delivery and implementation schedule in terms of weeks following contract signing. The timing must be mutually acceptable within the framework of the district educational calendar. Tasks to be performed by the vendor as well as by Airport Community Schools should be specifically stated and included in the schedule. Final project should be completed by April 28, 2006.

**PAYMENT
SCHEDULE:**

Provide a payment schedule by percentage according to the project installation and completion.